

STPSO
Job Description

Job Title: Insurance Manager
FLSA Status: Exempt
Prepared Date: 07/16/2021
Salary Range: \$40,043-55,100

SUMMARY – Coordinates insurance programs, claims management, and loss control activities for the Agency. Performs insurance review for Agency contracts and agreements in cooperation with In-House Legal Counsel. Controls risk and losses through performance of the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES - Include the following. Other duties may be assigned.

- Oversees Agency insurance programs including but not limited to general liability, property, occupational, fidelity and surety policies and coverages.
- Analyzes insurance needs of the Agency by identifying risk exposure through performance of risk detection in operations, recommending actions in prevention and loss avoidance, and assessment of property conditions, all to secure optimum coverage with beneficial cost and reduction of claims and litigation expense.
- Develops and manages relationships with insurance carriers, brokers, third party administrative and other service providers, the Agency finance department, and outside legal counsel to achieve contract compliance, resolve claims, and address other areas of dispute.
- Assists with insurance budgeting, negotiations, and placing of insurance.
- Administers the self-insured retention program, and investigates all claims by and against the Agency, including all reporting requirements of insurance carriers and auditors for the Agency and the State.
- Works with In House Legal Counsel in evaluating claims for appropriate handling or assignment to outside counsel.
- Reviews agency contracts and agreements, in conjunction with legal counsel, for language affecting risk management and loss control considerations; reviews vendor insurance policy documents to identify and rectify deficiencies, assures that insurance requirements are adequate and current, and contract renewals are accomplished in a timely manner.
- Responsible for federal and state reporting, as may be required.
- Provides assistance and support to other Agency departments, as requested.

SUPERVISORY RESPONSIBILITIES - This job may have supervisory responsibilities assigned, depending on staffing.

QUALIFICATIONS: To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE - Bachelor's degree in a related field. A minimum of five (5) years' insurance, claims, risk management experience; or an equivalent combination of education, training and/or experience.

LANGUAGE SKILLS - Proven written and verbal communication abilities; Demonstrated ability to read, understand and interpret contract and insurance documents and forms. Ability to effectively present information and make appropriate recommendations. Ability to write reports, business correspondence, and accurate data entry. Demonstrate strong interpersonal skills with the ability to work with individuals at all levels, both internal and external.

MATHEMATICAL SKILLS - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY - Ability to solve practical problems.

CERTIFICATES, LICENSES, REGISTRATIONS - Valid Louisiana Motor Vehicle Operator's License; proof of residency in St. Tammany Parish (voter's registration card); Social Security Card. At minimum, State-issued Claims Adjuster License is required. AINS certification, ARM certification, CRMA, PRM certification, or equivalent Insurance/Risk Management professional certification(s) is preferred.

COMPUTER SKILLS - To perform this job successfully, an individual should have proficiency with computer applications, including Microsoft Office Suite and Internet. Familiarity with Origami Risk Management, LaserFiche, or similar claims and document management software is a plus.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Excellent benefits that start immediately! Please complete an online application at www.stpsso.com.